



CITY OF HOUSTON

Job Posting

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1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	Four (4) Positions
3	<i>Posting Number</i>	Library Service Specialist – Adult (Part-time)
4	<i>Department</i>	PN# 106243
5	<i>Division</i>	Library Department
6	<i>Section</i>	Northwest District
7	<i>Reporting Location</i>	Various*
8	<i>Workdays & Hours</i>	Rotating*
		*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Responsible for providing reference and readers' advisory services to customers in person and by telephone. Demonstrates knowledge of branch library collections, including electronic databases. Assists in collection development, including evaluation, selection, weeding and marketing of materials. Assists with branch public relations, programs and outreach services; demonstrates awareness of community needs and identifies target groups. Prepares records and submits a variety of reports in a timely manner. Performs other duties as assigned. Demonstrates knowledge of system policies and procedures. Requires evening and weekend (Saturday/Sunday) work.

WORKING CONDITIONS

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Library Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Customer/Public service experience strongly preferred. Must be able to communicate effectively orally and in writing. Current computer skills including Microsoft Windows and Office (Word, Excel, and Access) strongly preferred. Bilingual (Spanish and English) preferred, but not necessary. Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13
\$824 – \$1105 Biweekly \$21,424 – \$28,730 Annually

OPENING DATE

August 10, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer